



SMOKE FREE TOBACCO FREE CAMPUS WMHI WORKGROUP MINUTES FOR 5-12-2005

MEMBERS PRESENT: Connie Hannemann, Marilyn Clarenbach, Marla Hill, , Mike Leuthold, , Larry Schomer, Sterling R., Mary Kotschi, Jeff Manning, Rich Garman

MEMBERS ABSENT: Dr Arong, Ronecka Baker, Ben Eggum, Sharon Haberkorn, Greg Hurlbut, Diane Shaw, Karen Wright, Rita Kennedy, Natalie Stenson, Larry Lautenschlager, Mary Nitz, Joann O'Connor, Jennifer Rew

1. Review minutes from 4-28-2005-Connie Hannemann

Minutes were reviewed.

ACTION: minutes accepted

2. No Smoking/Tobacco signage-Rich Garman and Jeff Manning

a) Examples of signage was brought in and shown to workgroup members. The members felt that the positive signs were a better message and that both smoke free and tobacco free be included on the sign. Suggested wording: Smoke/Tobacco Free Property by roadways and entrances. Smoke/Tobacco Free Environment on signs closer to buildings.

b) Rich and Jeff discussed locations in which the signs would be posted and passed out a map. It was agreed that both entrances and drop-off places would be good locations for the signs.

Action: Jeff and Rich are to go back and present a specific proposal, to the workgroup, that includes the size, wording, and quantity. This will be presented at the next meeting.

3. Staff Survey and Tobacco Use Assessment Form--Marla

Patient Tobacco Use Assessment Form: Marla informed the workgroup that the Tobacco Use Assessment form that Joann developed is now the official DDES form DDE-6161 (04/05). Connie has taken the Patient Assessment form to Clinical Leadership where some Unit Directors are ready to implement now, and others wished to wait. Noted that once the form is in use, the POMR requirements are in place for timeliness and it would be difficult for one unit to do it differently than another. The workgroup felt it best that all units initiate the assessment at the same time, and recommend a date in June for the start date. The Tobacco Use Assessment will be part of the admission process for all new patients.

Staff Assessment Form: There were some corrections made on the staff form, primarily adding the word tobacco products on question # 1 and providing more space on question # 3 as well as adding the word "and/" in the second part of # 3 after the word quit. Also, place the "To Director's Office" on the back of the form, so that individuals can fold the survey, staple or tape it and put it in the mail. The group discussed whether the forms needed to go out simultaneously and agreed that wasn't necessary. The group recommended that the Staff Survey form be sent with the pay checks June 9.

Action: Patient Tobacco Use Assessment form: Present to Joann the work group's recommendation to start in June. Joann had indicated she would develop a tally sheet for UD to record the number of patients who smoke, those who will need Survival Kits, etc.

Staff Survey. Corrections on staff survey should be made and brought back for review at next meeting.

4. Peer Counselor Training – Marilyn

Marilyn talked with Roger Dier from UW-Madison and has a June 2 date confirmed with him. She has not received any additional information from him at this time.

5. Survival Kit—Group discussion

The group listed some items that will be in the kit such as brochures, calling cards, book marks, etc. The group felt that a sample kit be put together for the next meeting so that everyone can better visualize what items to include.

Action: Natalie put a kit together and bring to the next meeting.

6. Review of Letter to Volunteers, WeeWini, Foster Grandparents, Credit Union, contractors. .

The DCTF letter was reviewed along with the WMHI letters that would go out to the various users of the WMHI campus. The Work Group recommended that follow-up be done with the entities after the letter has been sent.

Action: Approved letter. Need to decide who should receive the letter and when to send it out.

7. Best Practices Group – Marla

The Management/Union Best Practice group working on employee wellness will be doing a series of 6 45-minute sessions, once a month, on various topics related to smoking cessation. The first one is scheduled for June 21 and June 28, with one session at GH cafeteria, the other at Petersik Hall. The topic is addiction and will feature the video, “Kicken’ Butts”, a presentation and question-answer session with Dr. Saddiqui, and an appropriate snack. The sessions are open to patients and staff, and staff are encouraged to bring patients as part of their group activities. In July Diane Meschevske will speak on massage therapy and stress reduction. Other topics will include weight control, physical activity, stress reduction, and a program featuring people who have quit. Posters will be out soon.

8. Dissemination of materials –Mary K

A list of materials has been compiled. New materials have come and they will be added to the list including a meditation tape and booklet from Thrivent. Mary will get a list of individuals to send the list out to as well as catalog and barcode larger items for circulation. Mini News articles have been written for the remainder of this month.

Connie Hannemann reported that the posters came and she distributed them to the units and some other areas of the Institute. The Library will have extras for anyone who would like to display it.

9. Canteen--Sterling

Sterling looked at a variety of electronic games that the canteen can sell to provide activities for patients while also helping to replace lost income from tobacco sales. Marla has talked with Beth Oestreich about this for the Canteen and she was quite receptive.

10. Web site Up and Running--Marla

The Smoke Free/Tobacco Free website is now up and going, along with the new logo. The workgroup was encouraged to check it out. More information posted on this site will be forthcoming.

11. Rodney Miller and speaker – Marla

Marla reviewed correspondence from Rodney Miller, Central Office in Madison. He has talked with Dr. Heiligenstein from the UW Medical School who has expertise in smoking cessation with psychiatric and AODA populations. He is willing to provide consultation, and anxious to work with us in our efforts. More details later.

12. Posters--Mary Howard

The patients on FBTU have made posters to hang on thier unit. The suggestion was that we have other patients make posters and perhaps have a contest of some kind.

Action: discuss further at the next meeting

13. Unit Plans.

The question was raised as to when the workgroup wanted to receive the units' plans for smoking cessation? Youth Services has a staff plan. More discussion on this at the next meeting.

NEXT MEETING May 26, 2005; 10:00 – 11:00; Winnebago Room

Suggested Agenda Items

1. Signage proposal and estimate
2. Health and Safety Annual Training
3. Patient Assessment Forms – roll out plan
4. Staff survey – final review and implement
5. Letters – when to send out, plan for implementing, to whom, etc.
6. Survival Kit – review components- discuss how to implement
7. Education efforts review – posters, Library, Best Practices group, Unit, Mini News, Web Site
8. Unit Plans
9. Peer Counseling sessions – roll out plan for implementing
10. Policy? Finalized and published?
11. use of gym
12. food provisions
13. correspondence/announcements from Central Office